

**THE NAVAL SURFACE WARFARE CENTER  
CARDEROCK DIVISION QUALITY PROCEDURES**

Title:	Procedure Number: 00-0000-092-01	Revision Number: 0	Date Effective: 7 May 98
Process Control	Prepared By:  L. Carita, M. Cohen, S. Annan	Approved By:  Sondra D. Gutkind	Page:  1 of 3

## 9.0 PURPOSE

To establish and maintain a process for identifying, planning and carrying out, under controlled conditions, those processes which affect the quality of the product being produced.

## 9.1 SCOPE

This procedure applies to all Pilot Programs.

## 9.2 RESPONSIBILITY

9.2.1 The Pilot Program Department Head (PPDH) is responsible for the following:

- Identifying products and documenting processes that result in the products produced
- Writing, implementing and maintaining procedures/work instructions, as appropriate
- Recording the results of producing the product as required by documentation
- Adequately specifying and controlling the equipment and conditions required for the products including any special requirements such as safety and environmental

## 9.3 DEFINITIONS

9.3.1 Process: A set of interrelated work activities that are identified by a set of specific inputs and value-added tasks that produce a set of specific outputs.

9.3.2 Product: A result of activities or processes which may include services, hardware, processed materials, software, knowledge or a combination thereof.

## 9.4 PROCEDURE

9.4.1 Each Pilot Program will identify and write procedures and/or work instructions unique to their requirements. These quality procedures and/or work instructions will cover requirements for the qualification of process operations, including associated equipment and personnel, as required by the Pilot Program.

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9.4.2 The processes are documented as defined in DQP [00-0000-052-02](#), Formatting of Quality Procedures/Work Instructions and are controlled as defined in DQP [00-0000-052-01](#), Document and Data Control Guidelines.

9.4.3 Controlled conditions shall include the following:

- Document work instructions defining the manner of production, installation, and servicing.
- Use of suitable production and installation equipment, suitable working environment.
- Compliance with reference standards/codes, quality plans and/or documented procedures.
- Monitoring and control of suitable process and product characteristics during production, installation, and servicing.
- The approval of processes and equipment, as appropriate.
- Criteria for workmanship are stipulated in the clearest practical manner, e.g., written standards, representative samples or illustrations.
- Suitable maintenance of equipment to ensure continuing process quality.

9.4.4 Work is initiated upon receipt of an approved request for work through contract review process as documented in DQP [00-0000-032-01](#).

9.4.5 Appropriate Pilot Program personnel assigned to the job are qualified by education, training, and experience as defined in the Pilot Programs Training Matrices described in DQP [00-0000-182-01](#). Approved PP processes and equipment will be used.

9.4.6 Production or installation can begin upon availability of sufficient resources.

9.4.7 Testing shall follow the appropriate test plan. If a test plan is not provided, qualified Pilot Program personnel shall develop one for the Pilot Program.

9.4.8 Records, if generated by the procedure, are kept and maintained at the Pilot Program level and listed on the Pilot Program's Quality Records list as defined in DQP [00-0000-162-01](#).

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9.5 REFERENCES

- 9.5.1 Division Quality Procedure [00-0000-052-02](#), Formatting of QPs/WIs
- 9.5.2 Division Quality Procedure [00-0000-052-01](#), Document & Data Control
- 9.5.3 Division Quality Procedure [00-0000-032-01](#), Contract Review
- 9.5.4 Division Quality Procedure [00-0000-182-01](#), Training
- 9.5.5 Division Quality Procedure [00-0000-162-01](#), Quality Records

9.6 RECORDS

- 9.6.1 Request for Work

9.7 ATTACHMENTS

None